

Job Announcement

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Opening Date:	July 29, 2014	Closing Date:	August 12, 2014
Job Title:	Office Manager (Administrative Assistant IV)	Position Type:	Temporary Full Time "At Will" (Not to exceed 1 year)
PIN:	831122	FLSA Status:	Non-Exempt
Location:	Court of Special Appeals, Alternative Dispute Resolution Office Annapolis, Maryland	Grade/Entry Salary:	J09 \$17.35 per hour (No State Benefits)
		Financial Disclosure:	No

Regular state employees subject to promotion/demotion policy

Essential Functions: The Office Manager's role can be divided into five essential parts: administrative, budgetary, communications, supervisory and quality assurance. The Office Manager provides administrative support to the Director and Deputy Director of the ADR Division in the Court of Special Appeals, including managing the flow of all paper, work product and confidential documents through the office and to/from the COSA Clerk's Office, litigants, attorneys and judges. The incumbent executes the following duties: performs arithmetical calculations to track expenditures, budget reconciliations and generate budget reports, as needed; may assist with the annual fiscal year budget process and preparations; maintains departmental office supplies and equipment, generates purchase orders; verifies and codes invoices for payment; maintains equipment service contracts and schedules routine maintenance. The Office Manager is responsible for overall office operations and communications management, including logistics for conferences, mediations and training. With guidance from the Director and Deputy Director regarding communications, the Office Manager is responsible for deciphering whether a communication is confidential or public and is responsible for any public information requests and information posted on our website. In managing logistics, the Office Manager will have daily interactions with Appellate Judges of the Court of Special Appeals, Administrative Judges of the Circuit Courts around the State, retired-recalled Circuit Court Judge-mediators, State Court Administrators (appellate and trial), and Clerks of the Circuit Courts. The Office Manager is the point person for all staff and new hires on issues regarding training with HR, ID badges, IT set up and access to private areas of the office. The Office Manager is also responsible for developing feedback forms for litigants, attorneys, and staff- and judge-mediators for each conference session. The incumbent has significant responsibility in oversight of staff time in the office (when each staff member is in or out of the office), interns, and other administrative staff as needed. The Office Manager collects confidential feedback from litigants and their counsel in collaboration with MACRO; a confidentiality screen must be maintained by the Office Manager in this particular area of work. Other staff members are prohibited from viewing feedback until names and case information are removed and the information is presented to the office as a report without specific information pertaining to the individuals filling out the feedback questionnaire. Performs other duties as assigned.

- Education:** High School Diploma or GED.
- Experience:** Four years of experience providing secretarial, clerical or administrative work involving the use of a personal computer, word processing and spreadsheet software.
- Preferred:** Program administration experience and work within a legal setting or in a position managing a mediation program; Paralegal certification or possession of a Bachelors degree.
- Note:**
- 1) Applicants may substitute an Associate's Degree from an accredited college for two years of the required experience.
 - 2) Completion of a secretarial or related program from an accredited business school or school of technology may be substituted for one year of the required experience.

Skills/Abilities: Office Management skills; Knowledge of court administration practices and demands; Excellent writing skills; Excellent time management skills; Knowledge of basic accounting principles and excellent basic math skills; Ability to establish, use, and maintain hard copy and electronic filing systems; Ability to use standard office and business equipment including personal computers and selected word processing, spreadsheet, database and scanner software; Ability to understand and carry out complex oral and written instructions; Ability to accurately maintain a variety of clerical records including electronic data; Excellent organizational and communication skills; Ability to work independently with a moderate amount of supervision; Ability to communicate in a patient and tactful manner, and effectively convey information; Ability to maintain confidentiality; Ability to type 35 wpm; Ability to perform essential functions of the position.

Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title, location and PIN. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

**Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)**

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check and is required to submit a completed Maryland Judiciary employment application. Employees must be United States citizens or eligible to work in the United States.